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PHYSICAL SECURITY DIVISION ACCOMPLISHMENTS-1956

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1. Completed security surveys on [REDACTED] field installations and 7 Headquarters installations.

2. Instituted 52 security studies in connection with the new Headquarters building.

3. Formulated an emergency destruction plan for classified information to be used in [REDACTED] foreign stations.

4. Furnished physical and technical security support to overseas stations.

5. Conducted 28 fire drills and 21 safety inspections.

6. Completed safe modification program.

7. Established IBM system for limited pass records and safe records.

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A&TS ACCOMPLISHMENTS FOR 1956

1. Completed two agent training courses of 3 to 4 weeks each;
one field training course of 3 weeks; and two technical training courses of
one week each.
2. We are now participating in 6 Agency courses by providing
lecturers for these courses.
3. Established the position of Career Management Officer in
September 1956. Instructions are about to be released on this program
and briefing of supervisors will commence immediately.
4. Processed and utilized 32 temporary summer employees
during the summer months.
5. Completed records destruction schedule in Headquarters and
now in process of completing same for field offices.
6. Processed a total of [REDACTED] persons through Security indoctrina-
on lectures

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Statement of Functions
Covert Records Section
Correspondents and Records Branch

1. Supervises, establishes control for, and processes requests for investigations and operational support upon receipt in SSD, including the assignment of covert case numbers; the establishment of covert file folders; the preparation of biographical data mats and case control cards; the assembling and distribution of cases; and the preparation of control cards, index cards, and pseudonym cards.

2. Establishes, administers, supervises, and controls the maintenance, the searching, the asterisk indexing, the cross indexing, and the preparation of index cards.

3. Establishes, supervises, and controls the maintenance of SSD files; the charging-out, ^{the} distribution, and the return of SSD files; and the accurate filing of all material in SSD files.

4. Plans and supervises the operation of the communications network, including TWX and covert telephone facilities, the mail services, and the courier services for the Office of the Deputy Director of Security (Investigations and Support).

5. Establishes the criteria for and supervises the following:

a. the review and summarization of information in Office of Security files.

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b. the policing of SSD files to remove extraneous material and to determine proper indexing and cross indexing.

c. the accurate serialization of SSD files, and

d. the determination of proper subjecting of correspondence and accurate indexing.

6. Provides for and supervises the duplication of SSD sensitive material in connection with investigations and operational support activities.

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